

(Sample Cover Letter)

John Patrick
123 Broad St.
Richmond, VA 23219
804-123-4567

March 1, 2009

Mr. Anthony Carson
Hiring Manager
Virginia Business Company
321 Gaskins Rd.
Richmond, VA 23233

Dear Mr. Carson:

The project manager position you advertised in today's Richmond Times-Dispatch greatly interests me. The Virginia Business Company has a strong reputation for strengthening local businesses, and I would like to contribute to your company's continued growth. I have enclosed my resume for your review.

I have managed multiple projects for the Virginia Department of Transportation as well as ACME Warehouses. I have a proven record of delivering completed projects on time and under budget. During my career, I have also mentored several recent college graduates and supervised summer interns.

I would appreciate the opportunity to discuss my qualifications more fully in an interview. I can be reached at 804-123-4567 or JohnPatrick@comcast.net. Thank you for your consideration.

Sincerely,

John Patrick

John Patrick

Enclosure